



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff-less CSB (Code 2) Date: April 15, 2020
From: Ecotime Administrators
Subject: Ecotime Updates for April 1 through April 15 Pay Period

Please refer to important updates below for submitting and approving Ecotime timesheets for the current pay period.

Table with 3 columns: Employee Type, Due Date, Notes. Rows include Temporary Employees and WEX Employees (due April 16), Supervisors (due April 17), and Permanent Employees (TBD).

*Please notify Payroll Staff immediately when an employee goes out on, or has returned from a leave of absence (LOA).

**Payroll Staff is still working to match accrual balances in Ecotime with those in PeopleSoft. If you see insufficient accruals in Ecotime, please note that Payroll Staff will only be entering time based on the PeopleSoft accruals and making adjustments in Ecotime as needed.

To access Ecotime remotely, go to <https://ehsd.ecotimebyhbs.com/Ecotime/>. Enter your Employee ID in the Logon ID box. “123” is the default password. You should be prompted to enter a new password. If you forgot your Employee ID, enter your last name only in the “Help I Forgot My Login ID” box. To reset your password, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.